PUBLIC SOCIAL SERVICES

<u>FUNDING APPLICATION</u>

CITY OF GLENDALE
FY 2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Date_____

Project Name _____

Organization Name _____

Address _____

_____

Phone _____ Fax _____

E-mail _____

Contact Person/Title_____

Proposal Due Date: Monday, December 30, 2013, 5:30 P.M.
One original and 8 copies of the Funding Application must be received by Due Date.

<u>HAND DELIVERY REQUIRED</u>

Estimated Total amount of CDBG funds available: **$263,000**

Please indicate the amount of funding requested below:

<u>Program Activity</u>   **<u>Funding Request</u>**

CDBG PUBLIC SOCIAL SERVICES $_____

I certify that the information in this application is true.

_____   _____   _____

Executive Director (Please Print)   Signature of Executive Director   Date

Application Directions

Please provide comprehensive and clear responses to each of the sections below. Respond to all questions within each section; if a question does not apply to your entity, indicate this by responding "Not Applicable." **Applications must be typed, single-spaced and single-sided on 8 1/2" x 11" plain white paper with 1" margins on all sides. Times New Roman 12 point font or Arial 12 point font must be used. Please add the Application Heading Questions to your answers, i.e. A. Project Description.**

Application Questions

A.   Project Description
1. Briefly describe the proposed project, the purpose of the project, the population to be served, and the specific services to be provided. Indicate if this is a new or existing project. Specify the total number of unduplicated persons expected to be served by the project annually.

2. Identify the location of the project and the boundaries of the service area.

3. Describe the overall goals, objectives, and activities to be accomplished by the proposed project.

4. Describe, in detail, the characteristics of the target beneficiaries that the project will serve, i.e. seniors/frail elderly, homeless, at risk youth, persons with disabilities/special needs etc. Describe how the program will conduct outreach to the target population. Attach samples of outreach materials.

5. How would you select participants from the identified population?

B.   Program Priority
1. Specify which of the FY 2014-15 CDBG program priorities the proposed project addresses. See Section VI of the Request for Proposals for a list of priorities. If the proposed program does not meet one of the program priorities, describe how it would result in other significant community benefits.

C.   Implementation Plan
1. Describe specific steps to be taken to implement the program. Attach a proposed schedule. Identify target dates for each phase of implementation such as job recruitment, advertisement/marketing, project coordination meetings with partners (i.e. City of Glendale, GUSD), project start and end dates, etc. Please bear in mind that CDBG funds cannot be incurred before July 1, 2014.

D.   Coordination and Collaboration

1. Describe your agency's/City Department's current efforts to collaborate and coordinate services with other community organizations regarding the proposed program.

2. Explain how you will develop any needed collaborative relationships that are not already in place.

3. Does any community organization other than your own offer the type of services proposed under this program design? If yes, describe how your program will enhance these efforts.

E.   Program Outcomes

1. Provide two program outcomes that you will measure for your program. Outcomes should be reasonable and attainable given the population served by the program. When establishing outcomes, be mindful of the following three components:

    i.   You will be measuring outcomes, the end result of your service delivery process (e.g. the program participant will successfully find employment), rather than inputs (e.g. the program participant will receive job search assistance);
    ii. There must be a time frame for each outcome; and
    iii. There must be a measurable percentage/number indicating a level of achievement.

    EXAMPLE: Of the 80 persons served by the program, 40% (32 persons) will find employment within three months of entering the program.

2. Please provide an account of the methodology that you will use to track participants' progress toward achieving each specific outcome.

F.   Ability to Substantiate Community Needs and How Program Addresses Those Needs

1. Identify and describe existing unmet needs in the community to be addressed by the proposed program.

2. What methods and/or data were used to identify and verify the need for this project?

3. Specifically describe how the activities to be carried out under the proposed program directly address the identified needs in the community.

1. How will you assist with target population in overcoming barriers to accessing services (language, transportation, accessing other mainstream resources or maintaining housing for household).

G. Eligibility

    1. Indicate and describe what form of documentation will be provided to demonstrate that at least 60% of persons served are low- and moderate-income, and that at least 60% of persons served are Glendale residents. Describe how low-and moderate-income income backup data, including collecting a 10% sampling of income documentation will be conducted. Please refer to Section V of the Request for Proposals. For example, do you propose to use the City's income verification form (see RFP) or do you propose to use your own form for documentation?

H. Demonstrated Experience and Capacity

    1. Describe the agency's/City Department's background, social service history, and years of experience in implementing the proposed project or similar projects.

    2. **Community Organizations Only:**

        Provide the following: **one copy with original application and eight copies with each application** of:

        a) the sponsoring agency's past two years' financial audit or financial compilation. Agencies unable to produce two years of financial statement compilations or financial audits shall not be eligible to apply for CDBG funds. See RFP Page 8 Section III.B. regarding information on financial audits and financial statements,

        b) Board meeting minutes that include documentation of submission, review and approval of the most current year-end financial statement report(s) by the Board,

        c) the resume of the Chief Financial Officer of the organization and or Board Treasurer, and identifying the certified public accountant (firm) responsible for preparing financial statement compilations or financial audits,

        d) verification of non-profit federal and state tax exemption status, and

        e) receipt of payment of most recent Federal and State quarterly payroll taxes, if applicable.

3. All (Community Organizations and City Departments): Using the chart provided, list CDBG social service projects funded within the last three (3) years and the current status of each project. Describe specific accomplishments, including quantitative and qualitative information. Use additional pages as necessary.

ACTIVITY TITLE	YEAR FUNDED	APPROVED CDBG BUDGET	PROPOSED NUMBER OF PERSONS TO BE SERVED	ACTUAL NUMBER OF PERSOSN SERVED

I. Budget

1. Complete the 2014-15 CDBG Project Budget Form (see attached Form and Sample). Budgets should include <u>only costs attributed directly to the proposed CDBG-funded project.</u>

2. Provide a brief description or justification of all line items included on the CDBG Project Budget Form in a separate Budget Narrative—**See Attached Sample**.

   Personnel Costs: Identify each existing or new position <u>that will be assigned to the CDBG-funded project and that has been included on the CDBG Project Budget Form.</u> Describe the duties and activities of staff as they relate to the CDBG funded project and indicate the pay rate for each position. Indicate what percentage of time, and how many hours per week, will be devoted/charged to the CDBG funded project for each position.

   Operations Costs: Describe how total actual annual costs are calculated.

   *Administration Costs***:** Indicate if the requested amount is based on an approved cost allocation plan or direct costs. If direct costs, please describe how costs are calculated. *City Departments may not request funds for Administration.*

J. Leverage

1. What percentage of the total budget of the specific program (not the organizational budget) for which you are applying would the requested CDBG funding cover?

2. Does the implementation of this program depend on receiving 100% of your CDBG request?

3. If you are not approved for 100% of your CDBG request, how will you address the shortfall?

4. How will you close any funding shortfalls? Identify and list any other funding sources or funding applications the agency/Department has submitted or plans to submit pertaining to the proposed program including the amount requested. Does the implementation of this project depend on receiving funds from these or any other sources?